

**CONFIDENTIAL**

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*Reports - 1*

Bi-Weekly Report - 2 March 1962  
Records Systems and Dispositon Branch

1. Contributions

- a. The installation of shelving for OBI has been completed. This installation permitted OBI to release 7 4-drawer safes and 2 5-drawer cabinets. Costs of shelving and accessories was \$456.75 which released safes and cabinets having replacement value of \$3216; a difference of \$2759. [ ] indicated the staff was very pleased with the conversion to shelving.

25X1

- b. The installation of shelving for the Executive Registry was completed last week. The new equipment - Unit Spacefinder - provides filing space for records formerly housed in 19 4-drawer safes. The new equipment cost \$1000. and the safes have a replacement value of \$8322 - a difference of \$7322.

2. Assignments

a. Shelf Filing

- (1-2) Commo Signal Center, TTT [ ]

25X1

No action.

- (3) RID [ ]

Waiting delivery of equipment from the Estey Corp. Through D. N. Owens Company. Delivery date was 2 March 1962. Installation will be made when equipment arrives.

- (4) Cable Secretariat [ ]

Bids for this installation were advertised to Remington Rand, Diebold, Supreme Steel, and WheelDEX Simpla of Washington.

- (5) Office of Security Expansion [ ]

25X1

Requirements for the expansion of this installation have been finalized and will be submitted to O/S today.

- (6) OO/c [ ]

Awaiting delivery of equipment and material.

- (7) OO/FDD Expansion [ ]

Assisted by [ ] of FDD a small secured area was measured and requirements have been prepared showing a rearrangement and filing equipment needed to complete this expansion. Plans will be

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25X1 (8) Logistics/Real Estate

Requisition for two 36" sections and one 30" section of steel shelving has been submitted for procurement.

25X1 (9) Commo Registry

25X1  requested approval to procure the Diebold motorized shelf units for storage of files in the Registry. She agreed to examine similar type equipment manufactured by several companies. A trip was made to the Carpenter's Union where 6 units of Remington Rand files are being installed. Trips to other places will be arranged. Also offered Miss  assistance in reviewing her program to determine the needs of equipment and accessories needed.

b. Records Control Schedules

25X1 (1) OO/c

No action.

25X1 (2) OTR

No action.

c. Special Projects

25X1 (1) Agency Courier System

Project continuing. Reviewed the FDD Courier Service. Others will be reviewed also.

25X1 (2) Sorting Equipment OBI

No action. Waiting for delivery of trays.

25X1 (3) Filing Stools

On order.

(4) Conference Notes and Special Reports

25X1

Took slides to be revised to /Office of Logistics along with drafts of our suggested new slides. Recalled art work for previous slides from the Records Center which will be reviewed and appropriate graphs referred to

25X1

25X1

25X1 (5) DDP/RID

Selection of sorting equipment delayed until move to new building.

25X1 3. Vital Records [ ]

- 25X1 a. Accompanied [ ] OO/Contact to the Repository. Mr.  
25X1 [ ] physically screened the collection of defector reports  
which resulted in a reduction of the holdings.

An amendment to their schedule will permit a periodic updating  
(every 6 months) of these files which will assure a more current  
collection,

- b. Reviewed a draft of a revised CSI Vital Records Program for  
DD/P offices.

25X1 Verbally discussed with [ ] some points of this CSI  
which we felt were inconsistent with the agency program.  
He will discuss our comments with [ ] and then be in  
touch with us. 25X1

- c. A meeting is scheduled for 7 March with [ ]  
Logistics/Printing and Reproduction to establish a schedule  
for the microfilming of Vital Records for the remainder of  
the year. 25X1

- d. After I receive several slides dealing with the transfer and  
storage operations of ~~the~~ <sup>our</sup> Vital Records Program, I will be  
able to establish a date for completion of this workshop.

25X1 4. Microfilming [ ]

- a. Filming of the records in Office of Security should be  
completed about 14 March.

5. News

- 25X1 a. Received a call from [ ] saying the films on Paperwork  
Management have been received from Navy Department and will  
be sent to me next week.

- 25X1 b. [ ] and I attended the IRAC meeting at GSA Auditorium  
23 February to hear Mr. B. Boutin, GSA Administrator speak  
on Paperwork Management.

